

Important!!

In order to be able to use the check boxes and the text areas, you must first do the following in EACH FILE:

Turn off the “Design Mode”
by clicking on the turquoise
triangle tool. (If you do not see a turquoise triangular ruler, go to VIEW,
Toolbars, then click on the Control Toolbox. You should now be able to see the ruler and click on the
turquoise part.)



OR -

Turn off Design mode

- On the Web Tools [toolbar](#), click **Exit Design Mode** .